

E-RATE 2016 — FORM 470

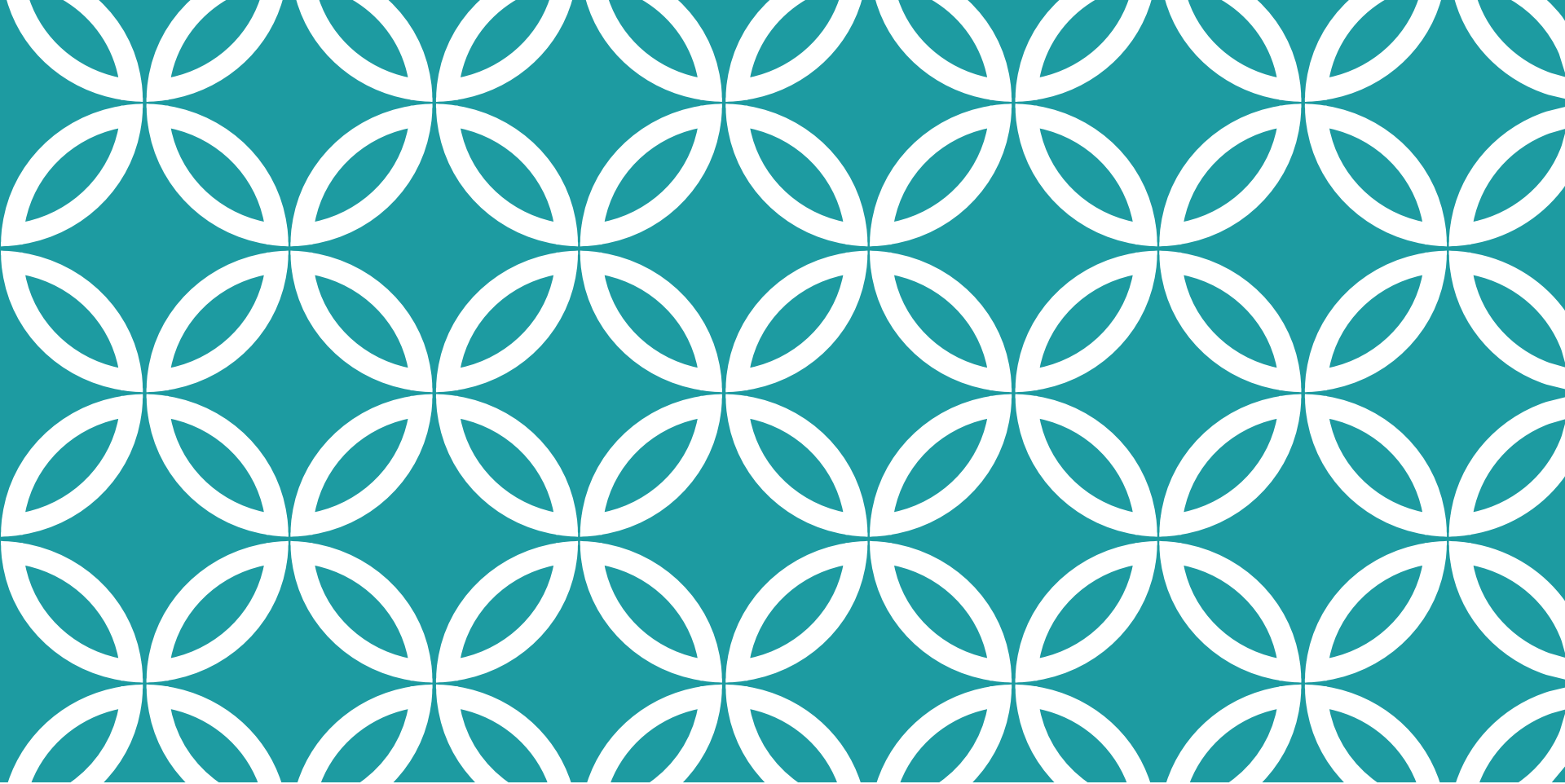
Lauren Abner

Kentucky Department for Libraries &
Archives

December 2015

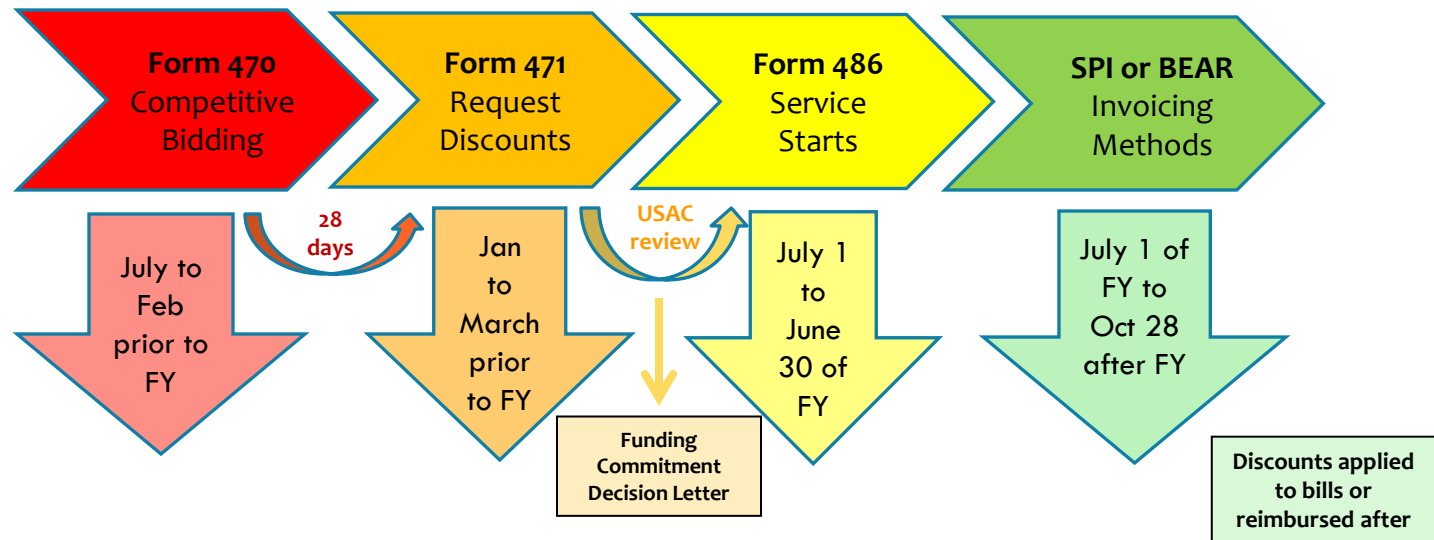
TODAY'S AGENDA

- BRIEF OVERVIEW OF THE E-RATE PROCESS
- IMPORTANT DATES
- ELIGIBLE SERVICES LIST
- NAVIGATING THE E-RATE PRODUCTIVITY CENTER
- FILING THE FORM 470
 - EXAMPLES OF CATEGORY ONE AND TWO SERVICE REQUESTS
- BID EVALUATIONS



E-RATE PROCESS & IMPORTANT DATES

THE E-RATE PROCESS

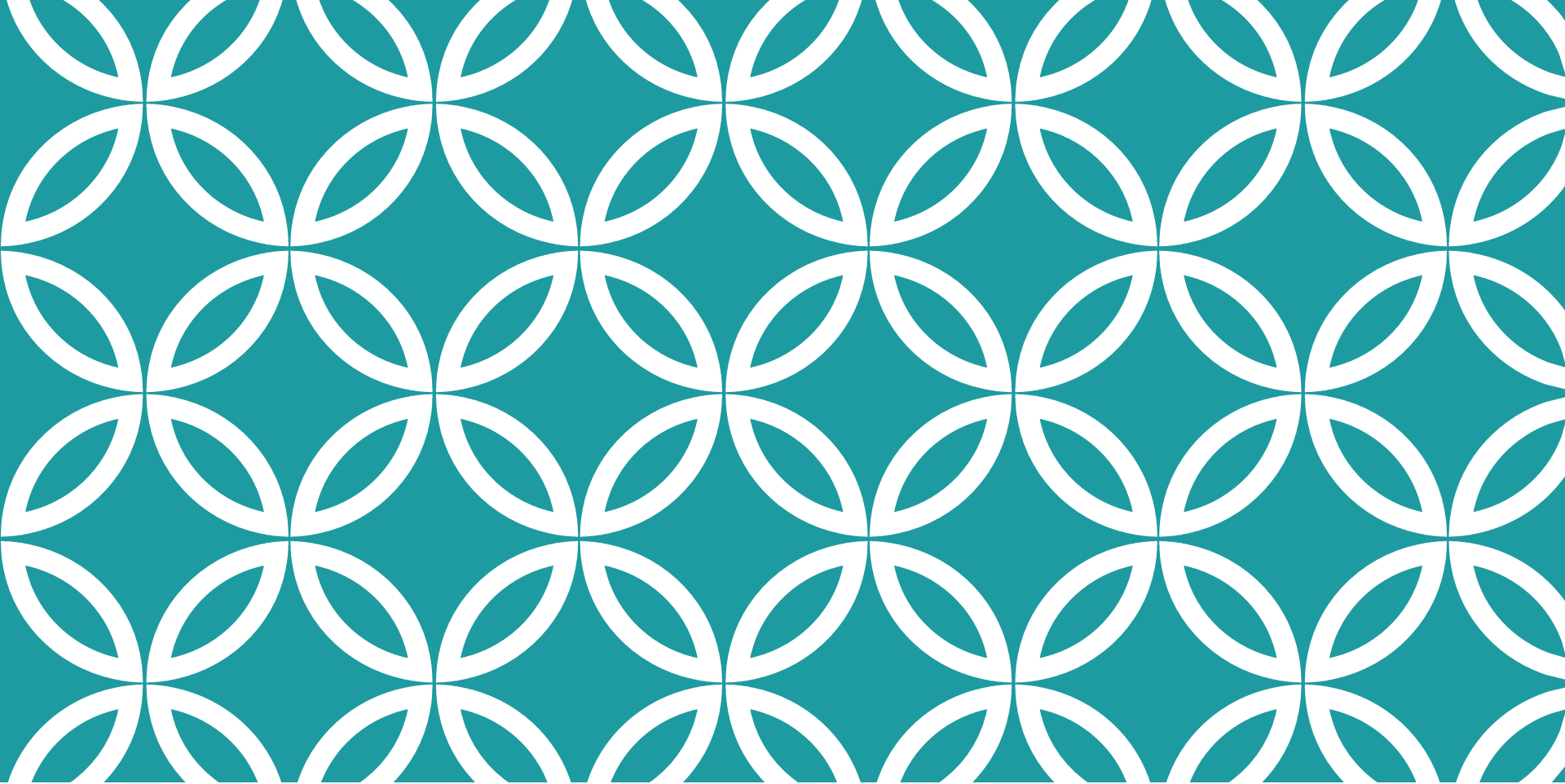


The FCC has not set the final deadlines for the Forms 470 and 471 at the time this presentation was made.

TIMELINE — ADDITIONAL HELP FROM ADTEC

KDLA has contracted with AdTec, an E-rate consulting firm, to help with various aspects of FY 2016-17 filing.

- AdTec will review Forms 470 and/or 471 filed by Kentucky libraries at KDLA's request.
 - **Form(s) 470 should be filed by mid-January** in order for AdTec to review them on time.
 - **Form(s) 471 should be filed by end of February** in order for AdTec to review them on time.
- Notify KDLA's technology consultant if you want AdTec to review your 470 or 471 — that service will be performed only at KDLA's request.



ELIGIBLE SERVICES LIST



WHAT QUALIFIES FOR E-RATE DISCOUNTS?

- The full E-rate Eligible Services List can be downloaded from:
<http://www.usac.org/sl/applicants/beforeyoubegin/eligible-services-list.aspx>
- Eligible services are separated into two broad categories:
 - Category One: Connectivity to the Building
 - Category Two: Connectivity to the Device
- If products/services contain ineligible components, a cost allocation is required to separate out those costs.

CATEGORY ONE

Data Transmission Services & Internet Access

- Monthly Internet fees (DSL, cable, fiber, Wi-Fi, etc.)
- Internet access for bookmobile
- Leased data lines (T1, fiber, etc.)

Category One Services
generally must occur
between July 1, 2016 and
June 30, 2017

Voice Services

- Local phone service
- Long distance phone service
- Cell phone service (excludes data/texting)
- VoIP (Voice over Internet Protocol)
- Integrated Services Digital Network (ISDN)
- Fax service
- **Voices services are being phased out of the E-rate program. On FY 2016-17 applications, libraries will subtract 40 from their discount rate.

No budget limit on
Category One requests

CATEGORY TWO (1/2)

Internal connections

- Cabling, connectors, and related components
- Switches and routers
- Racks
- Access points
- Antennas
- Caching
- Wireless controller systems
- Firewalls (some restrictions apply)
- UPS (Uninterruptible Power Supply)
- Software supporting components on the list used to distribute broadband through the library

More flexibility –
equipment can be
installed as soon as April
1, 2016 or as late as
September 30, 2017!

These eligible functions
can be virtualized in the
cloud or combined in
equipment (like routing
and switching).

CATEGORY TWO (2/2)

Managed Internal Broadband Services

- 3rd party operation, management, and monitoring of eligible broadband internal connections (ex: managed Wi-Fi)

Basic Maintenance

- Repair and upkeep of eligible hardware (even if not purchased through E-rate)
- Wire and cable maintenance
- Configuration changes
- Basic technical support including online and telephone based technical support
- Software upgrades and patches including bug fixes and security patches

Category Two funding is subject to a 5-year budget specific to each library branch (including kiosks and bookmobiles). Almost all Kentucky libraries can request up to \$2.30/square foot in C2 support (pre-discount). A few in densely populated areas qualify for \$5/square foot. Budgets can change year to year due to construction.

MISCELLANEOUS

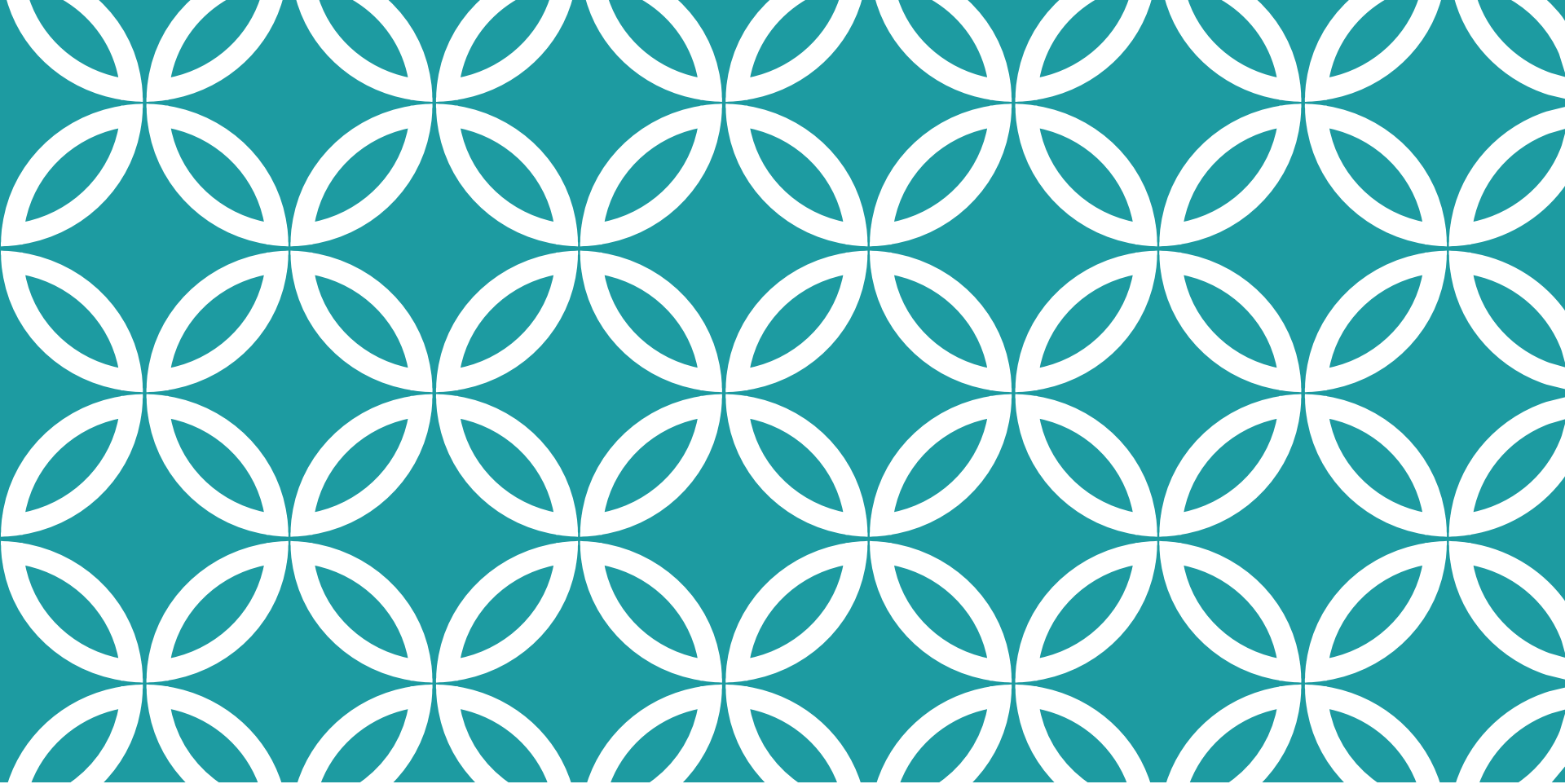
May fall under Category One or Two:

- Taxes, surcharges, and other similar, reasonable charges
- Rental or lease fees for eligible components
- Shipping
- Training
- Installation and configuration
 - May be performed by a 3rd party rather than the vendor who sold the equipment

CHILDREN'S INTERNET PROTECTION ACT

Compliance with the Children's Internet Protection Act (CIPA):

- Necessary if requesting E-rate support for Internet Access or any Category Two products & services
- Has your library:
 - Implemented a filter that blocks obscene images?
 - Created an Internet Safety Policy that addresses filtering?
 - Held a public meeting prior to adopting the Internet Safety Policy?
- Depending on the last time your library received Internet Access funding, you may have to be in compliance by July 1, 2016. Ask the KDLA technology consultant if you aren't sure.



COMPETITIVE BIDDING OVERVIEW

FORM 470 – COMPETITIVE BIDDING

On the Form 470, applicants describe the E-rate eligible services they need. Potential service providers have at least 28 days to respond with bids.

- Cost must be the primary factor in choosing a vendor
- All vendors must be treated equally – fair & open bidding
- Keep records of the bid review process, decisions and actions taken
 - Create a bid evaluation form if you receive multiple bids

Filing a Form 470 does not obligate an applicant to sign contracts or accept E-rate funding.

CONTRACTS — DATES TO REMEMBER

Are any of your contracts for E-rate eligible recurring services such as Internet, voice services, or mobile data for the bookmobile set to expire any time between July 1, 2016 and June 30, 2017?

- If Yes, you must bid again for these services on a FY 2016-17 Form 470
- Month-to-month or tariff contracts for recurring services must be bid every year.
- You must also bid again if the contract has changed since you filed the establishing Form 470 (upgraded Internet bandwidth, added phone lines, etc.)

Does your library board have to review contracts for Internet, voice services, and network hardware before authorizing you to sign them?

- If so, keep in mind the date of your February board meeting. You must receive bids for 28 days after filing the Form 470, so at the latest, you need to file the Form 470 a calendar month before your February board meeting to file the Form 471 on time.

BUSINESS-CLASS INTERNET BIDDING EXEMPTION

A Form 470 for Internet service is not necessary if ALL these conditions are met:

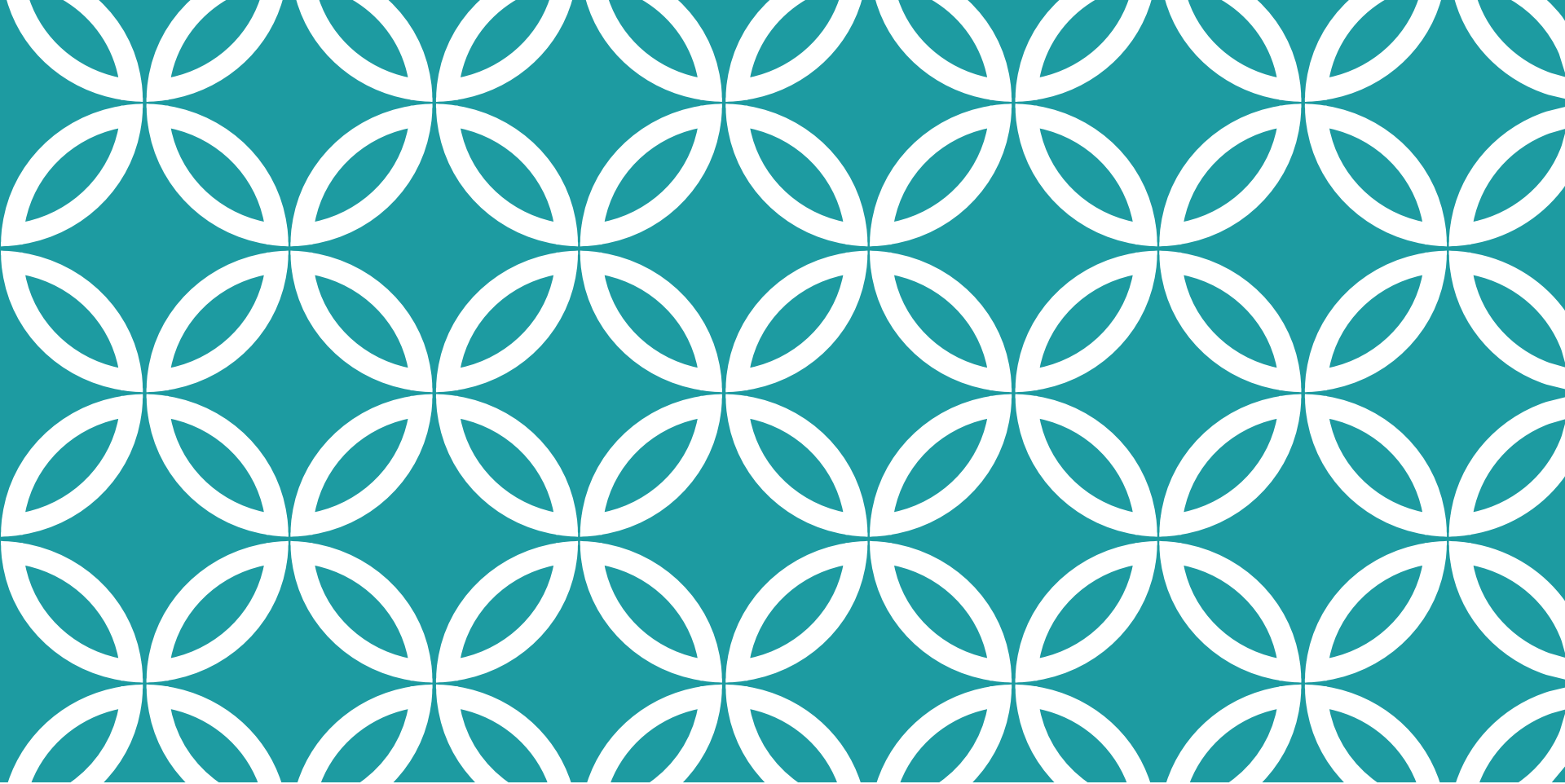
- Bandwidth is at least 100 Mbps downstream and 10 Mbps upstream
- Pre-discount cost is less than \$3600 annually (\$300/month), including any installation or other eligible fees
- Service and price are commercially available

STATE BIDDING RULES

- Most Kentucky libraries follow the Kentucky Model Procurement Code
 - The library board must adopt the MPC as its official way to purchase, and this step was likely taken many years ago (the MPC is 20+ years old).
 - Spelled out in KRS 45A.345–.460
 - Must bid for contracts and purchases over \$20,000, and there must be an adequate notice 7 days before the date set for the opening of bids. The bids must be opened publicly in an announced location and the contract awarded to either the lowest bidder or the bidder submitting the lowest evaluated bid price. (See [KRS 45A.365](#))
- If your library doesn't follow the Model Procurement Code, then purchases over \$20,000 must be bid per [KRS 424.260\(1\)](#)
 - Must also advertise the bid per [KRS 424.130](#)
 - You need only advertise once, but may advertise two or more times provided that at least one advertisement is carried between 7 and 21 days before the close of bidding. The advertisement must include a description of what is to be bid, the time and place for receipt of bids, and any special terms of the sale.

DOCUMENT RETENTION — SAVE IT ALL!

- Save **everything** related to E-rate filing. The document retention period is **10 years**.
 - FCC Forms
 - Any correspondence from USAC or the FCC.
 - Copies of bids
 - Contracts or agreements with service providers
 - Copies of bid evaluation form/decision process for choosing winning bid
 - Invoices and proof of delivery, service, etc.



GETTING TO KNOW EPC



E-RATE PRODUCTIVITY CENTER (EPC)

- New application portal for FY 2016-17 and beyond, EPC or 'epic' for short.
- All E-rate forms will be added to EPC as the application cycle continues.
- Each library can have several users with various permission levels. Tasks can be passed between users.
- Users can make and track customer service cases through the system.
- Update your library's profile – contact info, square footage, etc.

LOGGING INTO EPC

- To set up account or if you have login issues: call the USAC Client Services Bureau at 1-888-203-8100
 - Must select a staff member to act as account administrator. Once the administrator is set up in EPC, he/she can add more users for your library.
- Two ways to get to EPC portal:
 - Go to portal.usac.org
 - Go to main USAC website for Schools and Libraries (www.usac.org/sl) and select the E-rate Productivity Center link on the left
 - This page contains additional resources, including user guides and videos explaining various aspects of the portal and the filing process.



Basic EPC Navigation

Access Knowledge Base

Click on your name to access your profile and settings and to logout.

Start a new Form 470

News Tasks (3) Records Reports Actions

 Library System 10 User 1 - Applicant

My Landing Page



Welcome to the new EPC system, more functionality will be rolling out soon!

Organizations

Organization	City	State	Zip Code	
Library System 10	Springfield	KY	40069	Applicant
Library System 10 NIF	Springfield	KY	40069	Applicant
Library System 10 Branch A	Springfield	KY	40069	Applicant
Library System 10 Branch B (Bookmobile)	Springfield	KY	40069	Applicant

[Apply Now](#) | [Manage Users](#) | [Manage Organizations](#) | [Contact Us](#) | [Help](#)

Manage Users – create EPC accounts for additional staff.


Update information about each branch (address, etc.)

Click on the name of each branch to go to a details page




From other pages, click the USAC logo to return to My Landing Page.

CHECKING YOUR LIBRARY'S DATA

News Tasks (3) Records **Reports** Actions  Library System 10 User 1 ▾ Appian

My Landing Page


[Apply Now](#) | [Manage Users](#) | [Manage Organizations](#) | [Contact Us](#) | [Help](#)



Welcome to the new EPC system, more functionality will be rolling out soon!

Organizations

Organization	City	State	Zip Code	Type
Library System 10	Springfield	KY	40069	Applicant
Library System 10 NIF	Springfield	KY	40069	Applicant
Library System 10 Branch A	Springfield	KY	40069	Applicant
Library System 10 Branch B (Bookmobile)	Springfield	KY	40069	Applicant



Click on the first organization listed – this will be what represents your whole library system

Libraries with multiple branches, including kiosks and bookmobiles, will have a Billed Entity Number (BEN) to represent their system + entity numbers for all branches (including the main branch building).

LOOKING AT BRANCHES IN YOUR LIBRARY SYSTEM

The screenshot shows the USAC TRAINING web application. The left sidebar contains a menu with the following items: Summary, News, Related Actions, Customer Service Cases, **Related Entities** (circled in red), Consortia Firms, Consortia Organizations, Modifications, and FCC Forms 470. A red arrow points from the 'Related Entities' link to an orange callout box. The main content area displays the details for 'Library System 10' (Entity Number 208). The details are organized into sections: Organization Details, Contact Information, Account Administrator, General Contact, Applicant Attributes, and Main Library Branches. The 'Main Library Branches' section lists 'Library System 10 Branch A (Entity Number 210)' located in Springfield, KY.

USAC TRAINING

Summary »
News
Related Actions
Customer Service Cases
Related Entities
Consortia Firms
Consortia Organizations
Modifications
FCC Forms 470

Records / Applicant Entities
#208 - Library System 10
Follow

Create a New User Add or Remove Existing... Manage User Permissions ...

Organization Details

Name	Library System 10	Applicant Type	Library System
Entity Number	208	Status	Active
FCC Registration Number	0123456789		

Contact Information

Physical Address	100 Main Street Springfield, KY 40089	Phone Number	111-222-3333
Mailing Address	100 Main Street Springfield, KY 40089	Email	library.system10.user1@mailinator.com
		Website URL	

Account Administrator

Name	Library System 10 User 1
------	--------------------------

General Contact

Name	Library System 10 User 1
------	--------------------------

Applicant Attributes

Library System	<input checked="" type="checkbox"/> Public
Sub-Type	<input type="checkbox"/> Private

Main Library Branches

Library System 10 Branch A (Entity Number 210) Springfield, KY

Click on Related Entities to see all branches in the library system.

LOOKUP ALL BRANCHES IN YOUR SYSTEM

[News](#) [Tasks \(3\)](#) [Records](#) [Reports](#) [Actions](#)

Library System 10 User 1 Appian



- Summary
- News
- Related Actions
- Customer Service Cases
- Related Entities ▶**
- Consulting Firms
- Consortia Organizations
- Modifications
- FCC Forms 470

[Records / Applicant Entities](#)
#208 - Library System 10 [Follow](#)
Organizations

Organization	City	State	Zip Code
Library System 10 NIF	Springfield	KY	40069
Library System 10 Branch A	Springfield	KY	40069
Library System 10 Branch B (Bookmobile)	Springfield	KY	40069

In this example, the library system has three branches: an administrative building (also called a NIF for non-instructional facility), a main branch, and a bookmobile

‘MANAGE ORGANIZATION’ — UPDATE INFO

The screenshot displays the USAC TRAINING application interface. The top navigation bar includes 'News', 'Tasks (3)', 'Records' (highlighted), 'Reports', and 'Actions'. The user profile 'Library System 10 User 1 - Appian' is shown in the top right. The left sidebar contains a 'Summary' menu with options like 'News', 'Related Actions', 'Annexes', 'Related Entities', 'Consulting Firms', 'Consortia Organizations', 'Modifications', and 'FCC Forms 470'. The main content area shows the 'Records / Applicant Entities' section for '#211 - Library System 10 Branch B'. A red circle highlights the 'Manage Organization' button, with a red arrow pointing to an orange callout box. The callout box contains the text: 'From the Organization Details page, click on Manage Organization to make updates to addresses, attributes, etc. You can also access these options through My Landing Page.' The 'Organization Details' section includes fields for Name, Entity Number, FCC Registration Number, Applicant Type, Status, Physical Address, Mailing Address, Phone Number, Email, Website URL, Library Sub-Type (with checkboxes for Public, Private, Academic, Research, Tribal, Bookmobile, Kiosk, New Construction, Main Branch, State Library Agency), Urban/Rural Status, FSCS KEY, FSCS SEQ, and Locale Code.

News Tasks (3) **Records** Reports Actions Library System 10 User 1 - Appian

Records / Applicant Entities
#211 - Library System 10 Branch B Follow

Manage Organization Manage Annexes

Organization Details

Name	Library System 10 Branch B	Applicant Type	Library
Entity Number	211	Status	Active
FCC Registration Number			

Contact Information

Physical Address	50 South Street Springfield, KY 40089	Phone Number	111-222-3333
Mailing Address	50 South Street Springfield, KY 40089	Email	library.system10.user
		Website URL	

Applicant Attributes

Library Sub-Type	<input checked="" type="checkbox"/> Public <input type="checkbox"/> Private <input type="checkbox"/> Academic <input type="checkbox"/> Research <input type="checkbox"/> Tribal <input type="checkbox"/> Bookmobile <input type="checkbox"/> Kiosk <input type="checkbox"/> New Construction <input type="checkbox"/> Main Branch <input type="checkbox"/> State Library Agency	Is this library part of a library system?	Yes
Urban/Rural Status	Not Found	Square Footage	700

FSCS KEY
FSCS SEQ
Locale Code

From the Organization Details page, click on Manage Organization to make updates to addresses, attributes, etc. You can also access these options through My Landing Page.

MANAGE/MODIFY AN ORGANIZATION (1/2)

News Tasks (3) Records Reports Actions Library System 10 User 1 - Appian

USAC TRAINING

Summary
News
Related Actions >
Annexes
Related Entities
Consulting Firms
Consortia Organizations
Modifications
FCC Forms 470

Modify An Organization

Name *
Library System 10 Branch B

Physical Address

Address Line 1 *
50 South Street

Address Line 2

City *
Springfield

State *
KY

County

Zip Code *
40069

Zip Code Extension

Mailing Address

☒ Mailing address is the same as physical address.

Address Line 1
50 South Street

Address Line 2

City
Springfield

State
KY

County

Zip Code
40069

Zip Code Extension

Other Methods of Contact

Phone Number *
111-222-3333

Phone Number Extension

Ex. 000-000-0000

Email *
library.system10.user1@mailinator.com

Website URL

Update
address and
contact info on
this page.
Screen cap of
this page
continues on
the next slide.

MANAGE/MODIFY AN ORGANIZATION (2/2)

The screenshot shows a web application interface for managing organizations. The top navigation bar includes 'News', 'Tasks (3)', 'Records' (highlighted), 'Reports', and 'Actions'. The user is logged in as 'Library System 10 User 1'. The form contains several sections: 'Email' (with a text input field containing 'library.system10.user1@mailinator.com'), 'Website URL' (with an empty text input field), 'Organization Type' (set to 'Applicant'), and 'Library Information'. Under 'Library Information', 'Library Sub-Type' has radio buttons for 'Public' (selected) and 'Private'. Below this is a section 'Check All That Apply' with checkboxes for 'Academic', 'Research', 'Tribal', 'Bookmobile', 'Kiosk', 'New Construction', 'Main Branch', and 'State Library Agency'. A question 'Is this library part of a library system?' has 'Yes' selected. The 'Square Footage' field is circled in red and contains the value '700'. The 'FCC Registration Number' field is circled in purple and is empty. At the bottom are 'Cancel' and 'Submit' buttons. Four callout boxes provide additional instructions: a light blue box points to the 'Public' radio button, a yellow box points to the 'Check All That Apply' section, an orange box points to the 'Square Footage' field, and a purple box points to the 'FCC Registration Number' field.

News Tasks (3) Records Reports Actions Library System 10 User 1 - Appian

Ex. 000-000-0000

Email *

library.system10.user1@mailinator.com

Website URL

Organization Type

Applicant

Library Information

Library Sub-Type *

☒ Public

☐ Private

Check All That Apply

☐ Academic

☐ Research

☐ Tribal

☐ Bookmobile

☐ Kiosk

☐ New Construction

☐ Main Branch

☐ State Library Agency

Is this library part of a library system? Yes

Square Footage

700

You will need to provide your square footage

FCC Registration Number

You will need to provide your FCC RN in o

Cancel Submit

All Kentucky libraries should have the sub-type, 'Public'.

If applicable, indicate whether the entity is the main branch, bookmobile, kiosk, or new construction.

If applying for Category Two funding, make sure the correct square footage for July 1, 2016 to June 30, 2017 is listed.

Only the library system will have an FCC Registration Number, not each branch. To search for or request an FCC RN, go to <https://apps.fcc.gov/coresWeb/publicHome.do>

WARNING: CUSTOMER SERVICE IS SLOW!

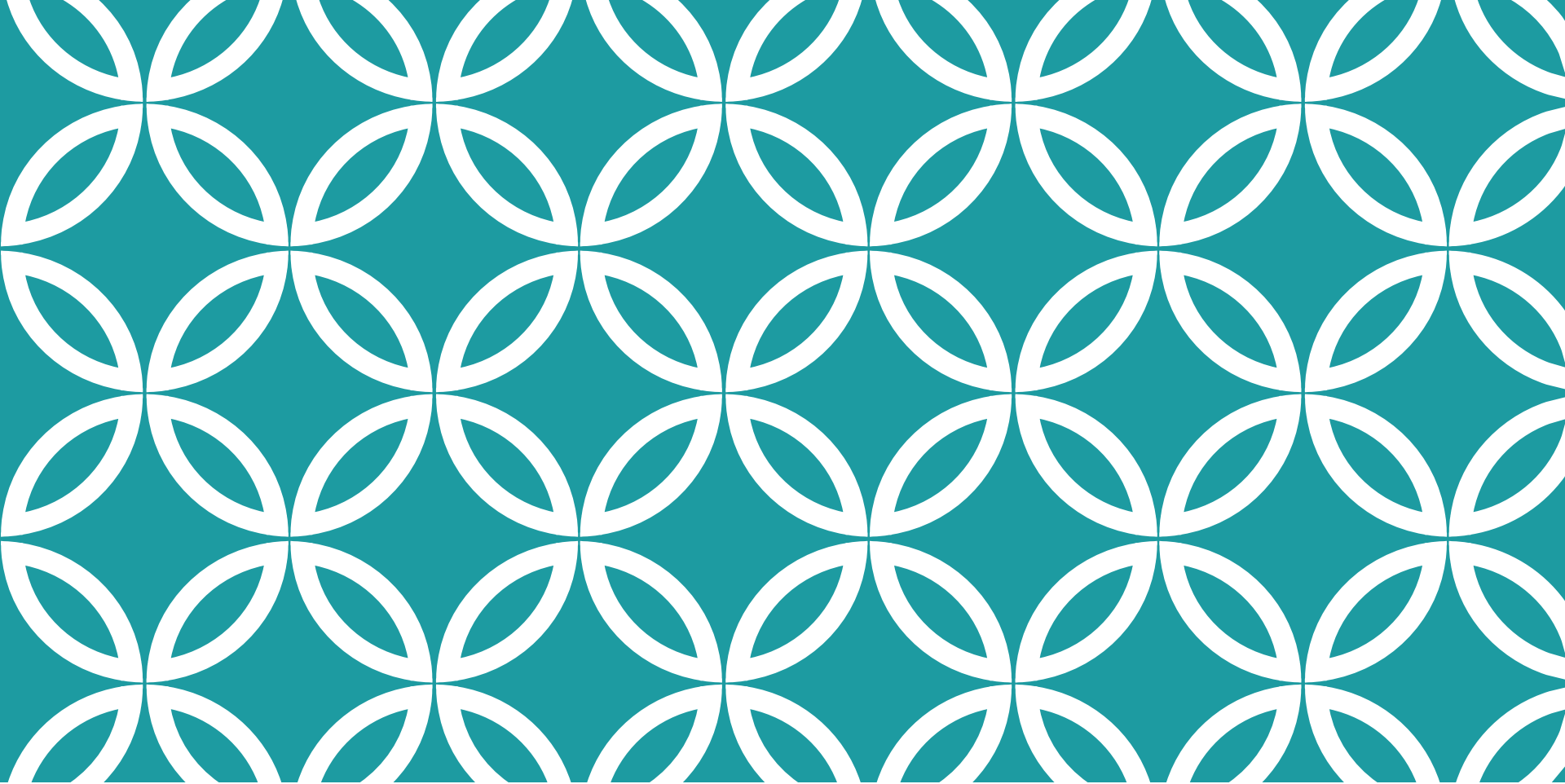
- As of December 2015, the USAC Client Services Bureau is extremely far behind in answering some customer service cases—sometimes up to 2 months depending on the type of action that must be taken.
 - If needed, request new entity numbers or ask for branch libraries to be linked to your library system as soon as possible.
 - If USAC tells you the action cannot be completed prior to when you intend to file, don't panic. USAC understands that this is a problem for applicants, and you will not be penalized if pending customer service cases of this nature aren't handled prior to when you need to file.
 - Use the narrative field for service requests on the Form 470 to explain the correct number of entities, correct addresses, etc.

BEFORE YOU FILE: DATA CLEANUP

On E-rate forms, the library system and every branch/building in the system has a unique **Billed Entity Number (BEN)**.

If your library is on this list, you may need to update some information related to your entity numbers before filing:

- Bath, Bell, Boone, Boyd, Bracken, Breckinridge, Carter, Casey, Fayette, Fleming, Fulton, Hancock, Harlan, Henderson, Henry, Hopkins, Jefferson, Kenton, LaRue, Letcher, Madison, Marshall, Martin, McLean, Monroe, Muhlenberg, Nelson, Oldham, Pendleton, Perry, Pike, Pulaski, Russell, Scott, Union, Warren, Webster
- KDLA's Technology Consultant will help you create a letter to submit to USAC to make necessary changes.



FILING A FORM 470



START OR CONTINUE A FORM 470

The screenshot shows the 'My Landing Page' of a web application. The top navigation bar includes 'News', 'Tasks (3)', 'Records', 'Reports', and 'Actions'. The 'Tasks (3)' tab is circled in orange, with an arrow pointing to a yellow callout box. The 'Apply Now' link in the top right is also circled in orange, with an arrow pointing to a pink callout box. The 'Organizations' table has 'Library System 10' circled in blue, with an arrow pointing to a light blue callout box. A map of Springfield, KY is visible on the right. Below the map is a table with columns 'Received', 'Status', and 'Deadline'.

Continue working on a previously started 470 under Tasks

Start a new 470 from My Landing Page

Can also start a 470 by clicking on the library system, then Related Actions, then Create FCC Form 470

Organization	City	State	Zip Code	Type
Library System 10	Springfield	KY	40069	Applicant
Library System 10 NIF	Springfield	KY	40069	Applicant
Library System 10 Branch A	Springfield	KY	40069	Applicant
Library System 10 Branch B	Springfield	KY	40069	Applicant

Received	Status	Deadline
12/7/2015 8:54 AM EST	Accepted	
12/9/2015 12:00 AM EST	Assigned	
12/8/2015 12:29 PM EST	Accepted	

FORM 470 – BASIC INFORMATION (1/3)

News Tasks (4) Records Reports Actions Library System 10 User 1 - Appian

FCC Form 470 - Funding Year 2016

Progress bar

Summary
News
Related Actions ▶
Customer Service Cases
Related Entities
Consulting Firms
Consortia Organizations
Modifications
FCC Forms 470

Basic Information Service Requests Technical Contact Information Procurement Information FCC Form 470 Review Certifications & Signature

Billed Entity Information

Library System 10
100 Main Street
Springfield, KY 40069
111-222-3333
library.system10.user1@mailinator.com

Billed Entity Number: 208
FCC Registration Number: 0123456789

Application Nickname

Please enter an application nickname here. *

2016 Form 470 for Category One and Two

Discard Form Save & Share Save & Continue

Your library system's Billed Entity Information will be pulled from the profile. To update this information before filing, go to My Landing Page and choose 'Manage Organizations'.

Enter a nickname that will be easy to find on your Task list or when sorting through your library's completed forms.

FORM 470 – BASIC INFORMATION (2/3)

News Tasks (4) **Records** Reports Actions Library System 10 User 1 - Appian

FCC Form 470 - Funding Year 2016

Summary News **Related Actions** ▶ Customer Service Cases Related Entities Consulting Firms Consortia Organizations Modifications FCC Forms 470

Basic Information Service Requests Technical Contact Information Procurement Information FCC Form 470 Review Certifications & Signature

Billed Entity Information

Library System 10 Billed Entity Number: 208
100 Main Street FCC Registration Number: 0123456789
Springfield, KY 40069
111-222-3333
library.system10.user1@mailinator.com

Application Nickname

Please enter an application nickname here. *

2016 Form 470 for Category One and Two

Discard Form Save & Share Save & Continue

You have the option to permanently discard forms you're working on. You will receive periodic email reminders from EPC if you leave incomplete forms on your Tasks list.

Careful--think of this as passing the baton. Sharing an in-process form with another EPC user in your library system will remove it from your Tasks list. That user has to 'share' the form back to you!

Save & Continue to go to next page

FORM 470 – BASIC INFORMATION (3/3)

News Tasks (4) Records Reports Actions Library System 10 User 1 - Appian

USAC TRAINING

Summary
News
Related Actions ▶
Customer Service Cases
Related Entities
Consulting Firms
Consortia Organizations
Modifications
FCC Forms 470

FCC Form 470 - Funding Year 2016

Library System 10 - 2016 Form 470 for Category One and Two - Form #160000179

Last Saved: 12/9/2015 6:35 AM EST

Basic Information Service Requests Technical Contact Information Procurement Information FCC Form 470 Review Certifications & Signature

Where applicable, we've completed this section of the form based on information from your applicant entity's profile. If any of the non-editable information is incorrect, or you wish to change the information, please update your profile first by going to your entity record, and clicking Manage Organization from the Related Actions menu. If you do not have access to Manage Organization, please contact your applicant entity's account administrator or create a customer service case to request updates to your applicant entity's profile.

Application Type and Recipients of Service

Applicant Type: Library System
Number of Eligible Entities: 3

Recipient(s) of Service
☒ Public
☐ Private

Recipients of Service

Billed Entity Name	Billed Entity Number
Library System 10	208

Back Discard Form Save & Share Save & Continue

The Number of Eligible Entities should include your main library and other branches (kiosks and bookmobiles).

Only the name and BEN for the library system will be listed here because it handles billing for all the branches.

CHOOSE CONTACT PERSON

If you select yes, your contact info will automatically appear. If you select no, you can search for other users with EPC accounts associated with your library.

News Tasks (4) Records Reports Actions Library System 10 User 1 - Appian

USAC TRAINING
Save Changes

FCC Form 470 - Funding Year 2016

Library System 10 - 2016 Form 470 for Category One and Two - Form #160000179

Last Saved: 12/9/2015 8:39 AM EST

Basic Information Service Requests Technical Contact Information Procurement Information FCC Form 470 Review Certifications & Signature

Next, you will identify the individuals assisting in seeking E-rate support.

Consultant Information

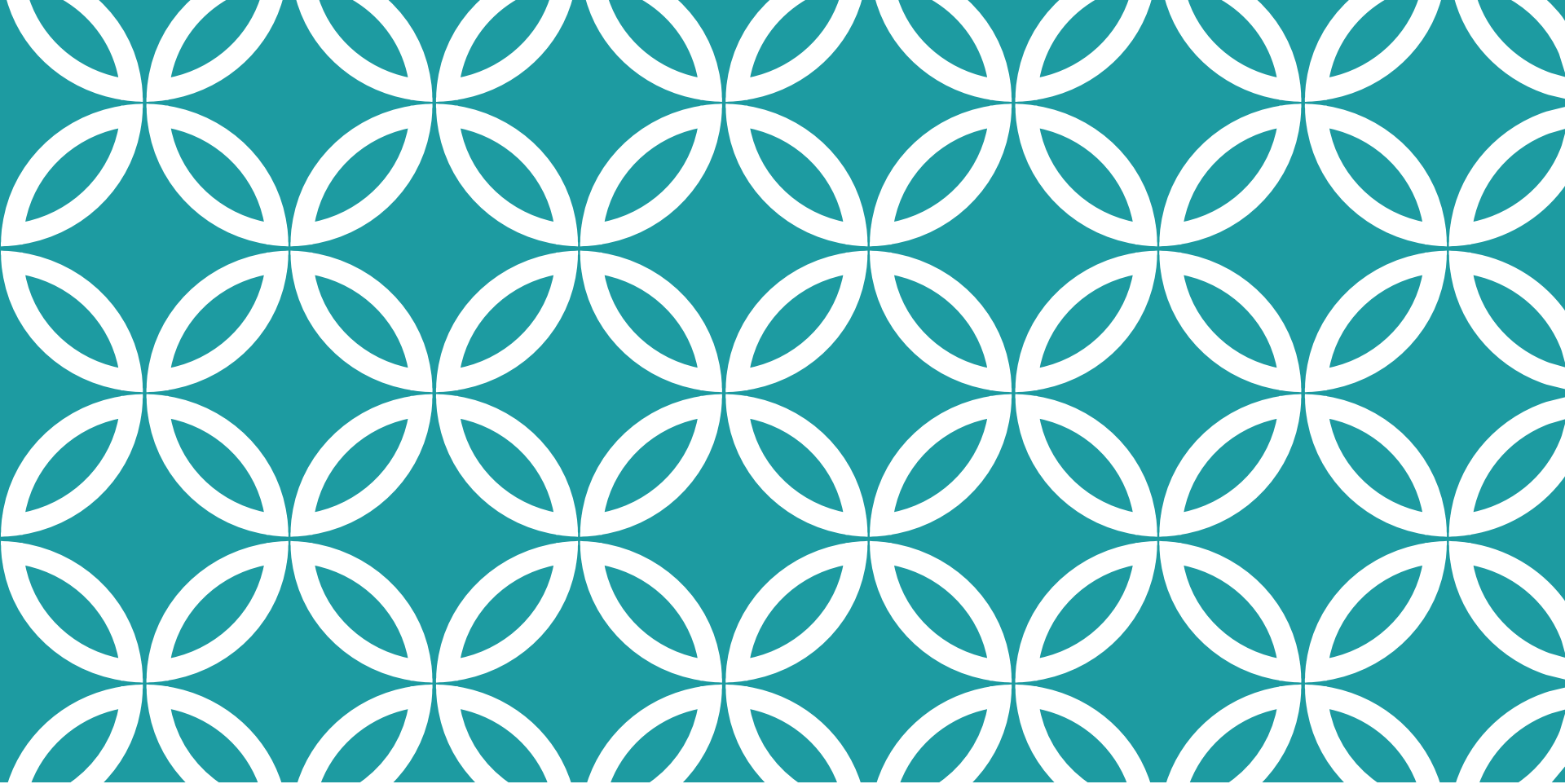
There are currently no consulting firms associated with your organization. If this is in error, please update your organization profile.

Contact Information

Are you the main contact person?

Library System 10 User 1
library.system10.user1@mailinator.com
111-222-3333

Back Discard Form Save & Share Save & Continue



SERVICE REQUESTS



SELECT CATEGORY OF SERVICE

Select which Categories of Service you want to request on this form. You can file separate forms for each type—your choice.

News Tasks (4) Records Reports Actions Library System 10 User 1 - Appian

FCC Form 470 - Funding Year 2016
Library System 10 - 2016 Form 470 for Category One and Two - Form #160000179
Last Saved: 12/9/2015 8:51 AM EST

Basic Information Service Requests Technical Contact Information Procurement Information FCC Form 470 Review Certifications & Signature

Next, you will identify the category(s) of service requested.

Category(s) of Service

What are the category(s) of service that you are requesting?

Category 1 ✓ Category 2

- Internet Access and/or Telecommunications
- Basic Maintenance of Internal Connections
- Internal Connections
- Managed Internal Broadband Services

Back Discard Form Save & Share Save & Continue

ADD RFP DOCS IF NEEDED

News Tasks (4) Records Reports Actions Library System 10 User 1 - Appian

USAC TRAINING
Save Changes

FCC Form 470 - Funding Year 2016

Library System 10 - 2016 Form 470 for Category One and Two - Form #160000170

Last Saved: 12/9/2015 8:58 AM EST

Basic Information Service Requests Technical Contact Information Certifications & Signature

If you are using RFPs for any of the requested services, start by uploading the RFPs for the services you are requesting.

RFPs for Service Requests

Is there a RFP for any of the services you are requesting?

Yes ✓ No

Please upload all RFPs for the services you are requesting.
2016 RFP for bookmobile cellular data.docx (12.82 KB) X

Choose File No file chosen

You must upload your actual RFP document. Uploading a document with a hyperlink to another website, including bid management sites, is not sufficient and can lead to funding denial.

Back Discard Form Save & Share Save & Continue

RFPs are required for Cellular data/air cards for bookmobiles or dark fiber requests. RFPs are also useful if you need a lengthy description of your library's situation & needs (like new construction).

Choose File allows you to upload documents from your computer. If your RFP contains several documents, you can load a zip file.

Click the X beside the RFP name to remove it.

You may know 'RFP' as request for proposal, request for bid, etc. KDLA has a sample 1-page RFP for bookmobile cellular data/air card requests that you can modify with your library's information.

ATTACH RFP TO CATEGORY OF SERVICE



Save Changes

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Library System 10 - 2016 Form 470 for Category One and Two - Form #160000179

Last Saved: 12/9/2015 9:27 AM EST

Basic Information

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Signature

Next, you will indicate whether RFPs are applicable across a category.

RFPs for Service Requests

If applicable, please select the RFP(s) that apply to all new category **ONE** services.

☒ 2016 RFP for bookmobile cellular data

This selection will only apply to new service requests. Selecting and deselecting RFPs above will not affect service requests already added to this FCC Form 470.

If applicable, please select the RFP(s) that apply to all new category **TWO** services.

☐ 2016 RFP for bookmobile cellular data

This selection will only apply to new service requests. Selecting and deselecting RFPs above will not affect service requests already added to this FCC Form 470.

Back

Discard Form

Save & Share

Save & Continue

If you upload RFPs, you need to indicate which category(s) of service the RFP involves.

ADDING SERVICE REQUESTS

News Tasks (4) Records Reports Actions Library System 10 User 1 - Appian

USAC TRAINING
Save Changes

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Next, you will describe the services you are requesting.

Service Requests: Category One

There are currently no Category One service requests. Please enter the service requests below by selecting 'Add New Service Request'.

Add New Service Request Edit Service Request Remove Service Request

Narrative
If you would like to provide further detail about the services sought, you may do so in this box below. Examples of such further detail include specific additional capacity levels that you are seeking, additional descriptions of the services bidders should be aware of or any disqualification factors.

Service Requests: Category Two

There are currently no Category Two service requests. Please enter the service requests below by selecting 'Add New Service Request'.

Add New Service Request Edit Service Request Remove Service Request

Narrative
If you would like to provide further detail about the services sought, you may do so in this box below. Examples of such further detail include specific additional capacity levels that you are seeking, additional descriptions of the services bidders should be aware of or any disqualification factors.

The Narrative field for each category allows you to more fully describe your needs to potential service providers. (See next slide for suggestions).

Add each service under the appropriate category. You'll see only the Categories you indicated on a previous screen.

NARRATIVE FIELD – TIPS (1/2)

- The narrative field is your opportunity to explain your library's current situation and future needs. You can receive more accurate bids and anticipate questions potential service may have. A detailed narrative field will also help AdTec review your 470 for accuracy—their consultants will be able to tell you if the narrative doesn't match the service request(s) listed on your form.
- Potential narrative information to include (NOT an exhaustive list):
 - Contracts – will you accept multiple year contracts with or without voluntary extensions? What is the desired start date for the contract?
 - Internet – What are the minimum downstream AND upstream bandwidths you're seeking? Do you need burstable bandwidth at particular times?
 - Problems with data related to your library – does EPC have the wrong number of entities for your library system? Do addresses need to be updated?
 - Voice services – If you're asking for cellular voice services for staff, are there ineligible costs you'd like the service provider to cost allocate (like texting, data)? Does one of your phone lines need to be for fax service? Do you have a preference for VoIP?

NARRATIVE FIELD – TIPS (2/2)

- Potential narrative information to include (continued):
 - Bidding – Do you have any specifics about how you want bids to be submitted or formatted? You can also emphasize that cost proposals should reflect the Lowest Corresponding Price (LCP), GSA (federal) pricing, or any pricing available to governmental units
 - Compatible equipment – If you're requesting Category Two products/services, do they need to be compatible with items your library already owns? What other specs are important?
 - Disqualification factors – Does the service provider need to be bonded? Registered with the state procurement office? Have a Service Provider Identification Number (SPIN)?
 - Disqualification factors must be clearly listed on the Form 470.
- The narrative field is limited to 5,000 characters. If you need more space to describe your needs, consider uploading an RFP document.

CATEGORY ONE — INTERNET EXAMPLE

Select the type of service you're seeking from the drop-down. Related fields will automatically pop up so you can further describe the service you're seeking.

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Next, you will describe the services you are requesting.

Add New Service Request

Function *

- Please select a value ▼
- Please select a value
 - Transport Only - No ISP Service Included
 - Cellular Data Plan/Air Card Service
 - Cellular Voice
 - Dark Fiber
 - Internet Access & Transport Bundled**
 - Internet Access: ISP Service Only
 - Lit Fiber Service
 - Other
 - Self-provisioning
 - Voice Service (Analog, Digital, Interconnected VOIP, etc)

Add

Most Kentucky libraries should choose Internet Access & Transport Bundled to cover monthly Internet charges.

SERVICE REQUEST DETAILS - INTERNET

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you will describe the services you are requesting.

Edit Service Request

Function *

Internet Access & Transport Bundled

Quantity *

2

Unit

Circuits

Minimum Capacity *

25 Mbps

Maximum Capacity *

100 Mbps

Number of entities served? *

2

Are you also seeking Installation, Activation and Initial Configuration for this service? *

☒ Yes

☐ No

Are you also seeking Maintenance and Technical Support for this service? *

☒ Yes

☐ No

Please select the RFP(s) that apply to this service request.

☐ 2016 RFP for bookmobile cellular data

Put in how many circuits are needed.

In this example, 2 entities are served because the library system has a main branch and an administrative building.

Choose Yes to cover other potential fees for setup and tech support of your Internet service.

Minimum capacity should be your current bandwidth. If you need to upgrade to fiber to achieve a certain capacity, you should also bid for Lit Fiber Service.

If an RFP relates to the particular service request, check the box.

EDITING/REMOVING A SERVICE REQUEST

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Check
box
beside
the
request
you
want to
edit.

Next, you will describe the services you are requesting.

Service Requests: Category One

Please enter the service requests below by selecting 'Add New Service Request'.

<input checked="" type="checkbox"/>	Service Type	Function	Minimum Capacity	Maximum Capacity	Entities	Quantity	Unit	Installation and Initial Configuration?	Maintenance and Technical Support?
<input checked="" type="checkbox"/>	Internet Access and/or Telecommunications	Internet Access and Transport Bundled	25 Mbps	100 Mbps	3	3	Circuits	Yes	Yes

Add New Service Request

Edit Service Request

Remove Service Request

Narrative

If you would like to provide further detail about the services sought, you may do so in this box. For example, you may describe additional capacity levels that you are seeking, additional descriptions of the services bidders

Choose to Edit or Remove
the request you selected.

CELLULAR DATA FOR BOOKMOBILE

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Signature

Next, you will describe the services you are requesting.

Add New Service Request

Function *

Cellular Data Plan/Air Card Service

Quantity *

1

Unit

Lines

Minimum Capacity *

1.5 Mbps

Maximum Capacity *

10 Mbps

Number of entities served? *

1

Are you also seeking Installation, Activation and Initial Configuration for this service? *

☒ Yes

☐ No

Are you also seeking Maintenance and Technical Support for this service? *

☒ Yes

☐ No

Please select the RFP(s) that apply to this service request. *

☒ 2016 RFP for bookmobile cellular data

Cancel

Add

List a range here, but you can be more specific about capacity required in the RFP.


You must attach your bookmobile data RFP to this request.

NARRATIVE & INSTALLMENT PLAN

A table will build as you add additional service requests under each Category.

NewsTasks (4)RecordsReportsActions

Library System 10 User 1 - Appian


Save Changes

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Basic InformationService RequestsTechnical Contact InformationProcurement InformationFCC Form 470 ReviewCertifications & Signature

Next, you will describe the services you are requesting.

Service Requests: Category One

Please enter the service requests below by selecting 'Add New Service Request'.

<input type="checkbox"/>	Service Type	Function	Minimum Capacity	Maximum Capacity	Entities	Quantity	Unit	Installation and Initial Configuration?	Maintenance and Technical Support?	Assoc RFPs
<input type="checkbox"/>	Internet Access and/or Telecommunications	Internet Access and Transport Bundled	25 Mbps	100 Mbps	2	2	Circuits	Yes	Yes	
<input type="checkbox"/>	Internet Access and/or Telecommunications	Cellular Data Plan/Air Card Service	5 Mbps	25 Mbps	1	1	Lines	Yes	Yes	2016 bookm cellu

Add New Service RequestEdit Service RequestRemove Service Request

Narrative

If you would like to provide further detail about the services sought, you may do so in this box below. Examples of such further detail include specific additional capacity levels that you are seeking, additional descriptions of the services bidders should be aware of or any disqualification factors.

We need monthly Internet service of at least 25 Mbps downstream and 15 Mbps upstream for each of our libraries--the main branch located at [address] and the branch library located at [other address]. We would like to increase our broadband capacity; provide costs for all available capacities from the minimum to the maximum listed. We also require burstable bandwidth to accommodate after-school traffic from 3 to 5 p.m., Monday-Thursday.

See bookmobile data RFP for specifics on our library's mobile data needs.

Installment Payment Plan

Are you seeking an installment payment plan for the non-discounted portion of any special construction charges associated with the request(s) listed above?*

☐ Yes☒ No

CATEGORY TWO – INTERNAL CONNECTIONS



Must select Service Type, then Function. Recall that you can accept bids for hardware or cloud-based solutions that fulfill the needed function.

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Basic Information

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Technical Contact Information

Procurement Information

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Certifications & Signature

Next, you will describe the services you are requesting.

Add New Service Request

Service Type*

- ☒ Internal Connections
- ☐ Basic Maintenance of Internal Connections
- ☐ Managed Internal Broadband Services

Function*

Router

Quantity*

2

Unit

Each

Cancel

Manufacturer

Linksys or equivalent

Are you also seeking Installation, Activation and Initial Configuration for this service?*

☐ Yes

☒ No

Please select

☐ 2016 RFP

Internal Connections requests must always include 'or equivalent' due to E-rate bidding rules and will be included automatically if you choose an option besides 'No Preference'.

Add

BASIC MAINTENANCE OF INTERNAL CONNECTIONS (BMIC)

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Basic Information Service Requests Technical Contact Information Procurement Information FCC Form 470 Review Cert S

Next, you will describe the services you are requesting.

Add New Service Request

Service Type *

☐ Internal Connections

☒ Basic Maintenance of Internal Connections

☐ Managed Internal Broadband Services

Function *

Firewall Service and Components ▼

Quantity

1

Unit

Each

Manufacturer

Fortinet

Number of entities served?

2

Please select the RFP(s) that apply to this service request.

☐ 2016 RFP for bookmobile cellular data

Cancel Add

Specific manufacturers are listed on BMIC because you're seeking service on Category Two equipment you already own. You can provide more specifics about what you own and what you need in the Narrative field.

CATEGORY TWO - NARRATIVE

Service Requests: Category Two

Please enter the service requests below by selecting 'Add New Service Request'

<input type="checkbox"/>	Service Type	Function	Manufacturer	Entities	Quantity	Unit	Installation and Initial Configuration?
<input type="checkbox"/>	Internal Connections	Router	Linksys or equivalent		2	Each	No
<input type="checkbox"/>	Internal Connections	UPS/Battery Backup	No Preference		1	Each	No
<input type="checkbox"/>	Basic Maintenance of Internal Connections	Firewall Service and Components	Fortinet	2	1	Each	

Add New Service Request

Edit Service Request

Re

Narrative

If you would like to provide further detail about the services sought, you may do so in this box below. Examples of such further detail include: additional capacity levels that you are seeking, additional descriptions of the services bidders should be aware of or any disqualification

We need routers for our main branch and our administrative building that can handle 100 Mbps broadband with a minimum of 50 simultaneous users.
We need 1 battery backup to protect equipment in our main library's server room. Preference will be given to rack-mount models that fit in standard 19" rack enclosures.
We need technical support for a FortiGate FG-600C firewall that serves our main branch and administrative building.

Back


Discard Form


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Save & Continue

Be specific about your needs in the Narrative field—mention if the requests need to be compatible with what you already own, minimum performance standards, etc.

TECHNICAL CONTACT PERSON

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Basic Information Service Requests **Technical Contact Information** Procurement Information FCC Form 470 Review Certifications & Signature

Next, please name the person on your staff or project who can provide additional technical details or answer specific questions from service providers about the services you are seeking.

Technical Contact Person

Is there a person who can provide additional technical details or answer specific questions from service providers about the services you are seeking?

How would you like to enter the technical contact details?

First Name *

Teddy

Last Name *

Techguy

Title

IT Manager

Phone Number *

555-555-2525

Phone Number Extension

5

Email *

teddy.techguy@mailinator.com

Re-enter Email *

teddy.techguy@mailinator.com

Back

Discard Form

Save & Share

Save & Continue

If needed, add a Technical Contact who can best answer specific questions about your network and/or your needs. It can be a user in EPC or someone you enter manually.

STATE OR LOCAL PROCUREMENT REQUIREMENTS

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Basic Information Service Requests Technical Contact Information **Procurement Information** FCC Form 470 Review Ce

Next, you will enter all information regarding state and local procurement rules.

State or Local Procurement Requirements

Are there state or local procurement/competitive bidding requirements that apply to the procurement of services sought?

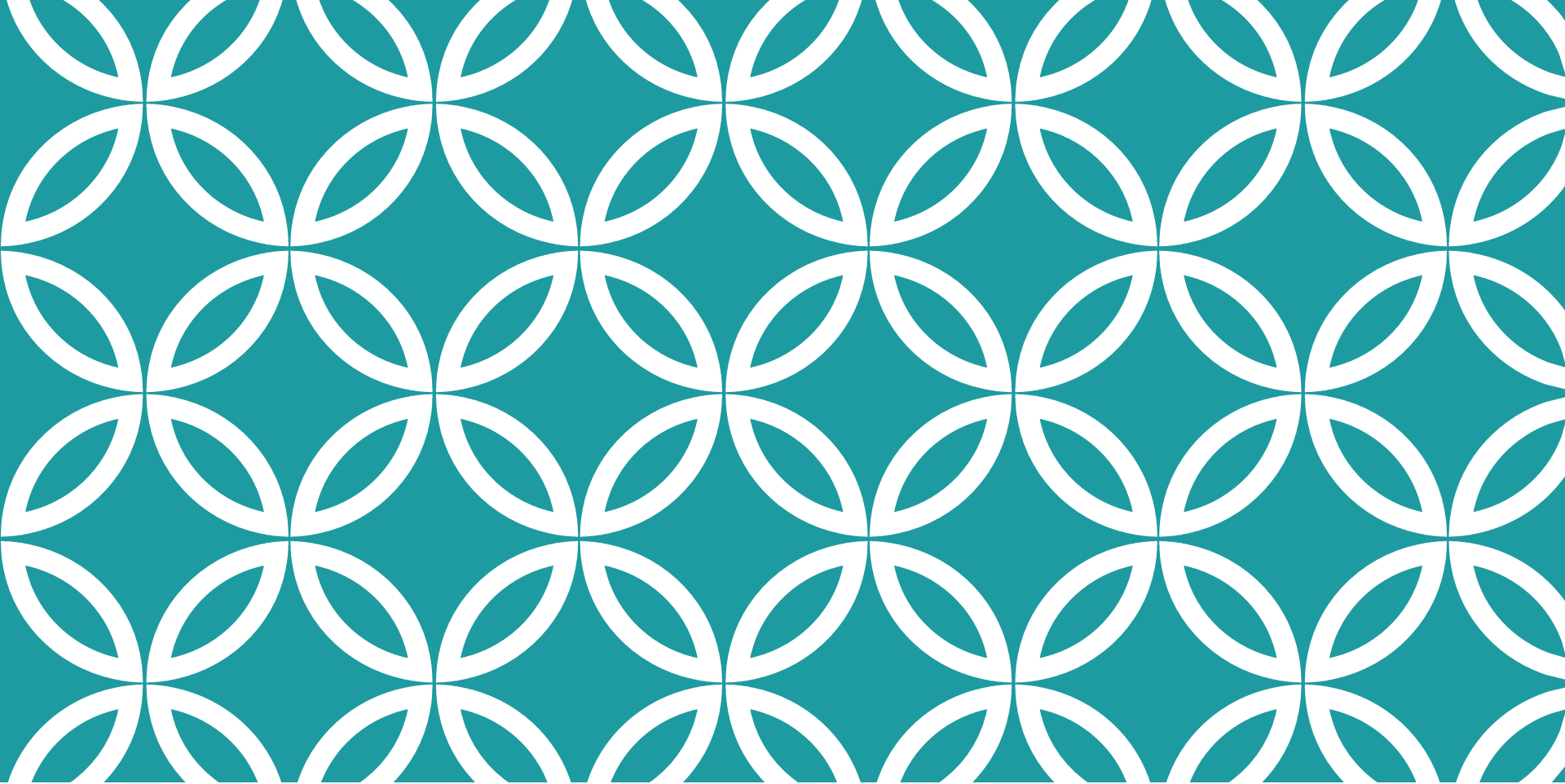
☒ Yes ✓ ☐ No

If applicable, provide a description of state or local procurement rules and/or restrictions on how or when service providers may conduct other bidding procedures.

Our library system follows the Local Government Model Procurement Code as outlined in Kentucky Revised Statutes ~~45A.343 - 45A.460~~. ~~KRS 45A.385~~ and 424.260(1) mandate that public agencies bid out expenditures of more than \$20,000. See <http://www.lrc.ky.gov/statutes/> for more information.

Back Discard Form Save & Share Review FCC Form 470

You should cite KY procurement law. If your library has not adopted the Model Procurement Code, eliminate the first sentence in the example narrative.



REVIEW AND CERTIFICATION



REVIEW YOUR FORM 470

FCC Form 470 - Funding Year 2016
Library System 10 - 2016 Form 470 for Category One and Two - Form #160000179
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Basic Information Service Requests Technical Contact Information Procurement Information **FCC Form 470 Review** Certifications & Signature

PDF is generating and may take up to one minute to complete. Please hit refresh to check if document generation is complete.

[Refresh](#)

Wait about 1 minute before hitting the Refresh button to access the PDF of your in-process form.

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Basic Information Service Requests Technical Contact Information Procurement Information **FCC Form 470 Review** Certifications & Signature

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☐ By checking this box, I certify that the information in the PDF document above is correct.

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Click the blue link to download a draft. You can send it to other staff members or the KDLA technology consultant to look over before certification.

DOWNLOAD A DRAFT OF YOUR FORM 470

DRAFT

 **FCC Form 470 – Funding Year 2016**
Form 470 Application Number: 160000179
2016 Form 470 for Category One and Two

Billed Entity
Library System 10
100 Main Street
Springfield, KY 40069
111-222-3333
library.system10.user1@mailinator.com

Contact Information
Library System 10 User 1
library.system10.user1@mailinator.com
111-222-3333

Billed Entity Number: 208
FCC Registration Number: 0123456789

Application Type
Applicant Type: Library System
Recipients of Services: Public

Number of Eligible Entities: 3

Consulting Firms

Name	Consultant Registration Number	Phone Number	Email

Consultants

Name	Phone Number	Email

RFPs

Id	Name
25989	2016 RFP for bookmobile cellular data

Category One Service Requests

Service Type	Function	Other	Minimum Capacity	Maximum Capacity	Entities	Quantity	Unit	Installation and Initial Configuration?	Maintenance and Technical Support?	Associated RFPs
Internet Access and/or Telecommunications	Internet Access and Transport Bundled		25 Mbps	100 Mbps	2	2	Circuits	Yes	Yes	
Internet Access and/or Telecommunications	Cellular Data Plan/Air Card Service		5 Mbps	25 Mbps	1	1	Lines	Yes	Yes	25989

Description of Other Functions

Id	Name

Narrative

--

Best practice:
Look at your draft Form 470 again a day or two before certifying it—you can correct a draft 470, but if mistakes are included in a certified 470, you'll have to release another one and start the bidding over.

IF YOU'RE THE CERTIFYING AUTHORITY

FCC Form 470 - Funding Year 2016

Library System 10 - 2016 Form 470 for Category One and Two - Form #160000179

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Basic Information Service Requests Technical Contact Information Procurement Information **FCC Form 470 Review** Certifications & Signature

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Check this box and then choose Continue to Certification.

SEND FORM 470 TO ANOTHER CERTIFIER

The screenshot displays the 'FCC Form 470 - Funding Year 2016' page in the 'Library System 10 User 1 - Appian' interface. The page has a navigation bar with 'News', 'Tasks (4)', 'Records', 'Reports', and 'Actions'. The left sidebar shows the 'USAC TRAINING' logo and a 'Save Changes' button. The main content area features a progress bar with steps: 'Basic Information', 'Service Requests', 'Technical Contact Information', 'Procurement Information', 'FCC Form 470 Review' (current step), and 'Certifications & Signature'. Below the progress bar, there is a 'Download Document Link' section with a link to 'USAC_FCC_FORM_470_APPLICATION_160000179_DRAFT'. A checkbox is present with the text 'By checking this box, I certify that the information in the PDF document above is correct.' At the bottom of the form, there are two buttons: 'Back' and 'Send for Certification'. The 'Send for Certification' button is circled in green. A modal dialog box is open, asking 'This function will send your FCC Form 470 to the full rights users in your organization for certification. Do you wish to proceed?' with 'No' and 'Yes' buttons. A green callout box points to the 'Send for Certification' button.

News Tasks (4) Records Reports Actions Library System 10 User 1 - Appian

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Basic Information Service Requests Technical Contact Information Procurement Information FCC Form 470 Review Certifications & Signature

Please download and carefully review this FCC Form 470 before certifying.

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Back Send for Certification Continue to Certification

This function will send your FCC Form 470 to the full rights users in your organization for certification. Do you wish to proceed?

No Yes

Select this button to send the form to the Tasks list of any other full rights users associated with your library for certification.

CERTIFY THE FORM 470

Records Reports Actions Library System 10 User 1 - Appian

Certify FCC Form 470

Library System 10 - 2016 Form 470 for Category One and Two - Form #160000179

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Please complete the certifications below.

Applicant Certifications

☒ I certify that the applicant includes libraries or library consortia eligible for assistance from a State library administrative agency under the Library Services and Technology Act of 1996 that do not operate as for-profit businesses and whose budgets are completely separate from any schools (including, but not limited to elementary and secondary schools, colleges, and universities).

Other Certifications

☒ I certify that this FCC Form 470 and any applicable RFP will be available for review by potential bidders for at least 28 days before considering all bids received and selecting a service provider. I certify that all bids submitted will be carefully considered and the bid selected will be for the most cost-effective service or equipment offering, with price being the primary factor, and will be the most cost-effective means of meeting educational needs and technology goals.

☒ I certify that I have reviewed all applicable FCC, state, and local procurement/competitive bidding requirements and that I have complied with them. I acknowledge that persons willfully making false statements on this form may be punished by fine or forfeiture, under the Communications Act, 47 U.S.C. §§ 502, 503(b), or fine or imprisonment under Title 18 of the United States Code, 18 U.S.C. § 1001.

☒ I acknowledge that FCC rules provide that persons who have been convicted of criminal violations or held civilly liable for certain acts arising from their participation in the schools and libraries support mechanism are subject to suspension and debarment from the program.

☒ I certify that I will retain required documents for a period of at least 10 years (or whatever retention period is required by the rules in effect at the time of this certification) after the later of the last day of the applicable funding year or the service delivery deadline for the associated funding request. I certify that I will retain all documents necessary to demonstrate compliance with the statute and Commission rules regarding the form for, receipt of, and delivery of services receiving schools and libraries discounts. I acknowledge that I may be audited pursuant to participation in the schools and libraries program. I certify that the services the applicant purchases at discounts provided by 47 U.S.C. § 254 will be used primarily for educational purposes, see 47 C.F.R. § 54.500, and will not be sold, resold or transferred in consideration for money or any other thing of value, except as permitted by the Commission's rules at 47 C.F.R. § 54.513. Additionally, I certify that the entity or entities listed on this form have not received anything of value or a promise of anything of value, other than services and equipment sought by means of this form, from the service provider, or any representative or agent thereof or any consultant in connection with this request for services.

☒ I acknowledge that support under this support mechanism is conditional upon the school(s) and/or library(ies) I represent securing access, separately or through this program, to all of the resources, including computers, training, software, internal connections, maintenance, and electrical capacity necessary to use the services purchased effectively. I recognize that some of the aforementioned resources are not eligible for support. I certify that I have considered what financial resources should be available to cover these costs. I certify that I am authorized to procure eligible services for the eligible entity(ies). I certify that I am authorized to submit this request on behalf of the eligible entity(ies) listed on this form, that I have examined this request, and to the best of my knowledge, information, and belief, all statements of fact contained herein are true.

NOTICE

In accordance with Section 54.503 of the Federal Communications Commission's rules, certain schools and libraries ordering services that are eligible for and seeking universal service discounts must file this Description of Services Requested and Certification Form (FCC Form 470) with the Universal Service Administrator. 47 C.F.R. § 54.503(c). The collection of information stems from the Commission's authority under Section 254 of the Communications Act of 1934, as amended, 47 U.S.C. § 254. The data in the report will be used to ensure that schools and libraries comply with the competitive bidding requirement contained in 47 C.F.R. § 54.503. Schools and libraries must file this form themselves or as part of a consortium.

An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

The FCC is authorized under the Communications Act of 1934, as amended, to collect the information we request in this form. We will use the information you provide to determine whether approving this application is in the public interest. If we believe there may be a violation or a potential violation of any applicable statute, regulation, rule or order, your application may be referred to the Federal, state, or local agency responsible for investigating, prosecuting,

You must agree to all of the certifications to post the Form 470. Remember, it is a felony to lie on federal forms.

CERTIFICATION - WARNING

Records Reports Actions **Library System 10 User 1 - Appian**

☒ I acknowledge that FCC rules provide that persons who have been convicted of criminal violations or held civilly liable for certain acts arising from their participation in the schools and libraries support mechanism are subject to suspension and debarment from the program.

☒ I certify that I will retain required documents for a period of at least 10 years (or whatever retention period is required by the rules in effect at the time of this certification) after the later of the last day of the applicable funding year or the service delivery deadline for the associated funding request. I certify that I will retain all documents necessary to demonstrate compliance with the statute and Commission rules regarding the form for, receipt of, and delivery of services receiving schools and libraries discounts. I acknowledge that I may be audited pursuant to participation in the schools and libraries program. I certify that the services the applicant purchases at discounts provided by 47 U.S.C. § 254 will be used primarily for educational purposes, see 47 C.F.R. § 54.500, and will not be sold, resold or transferred in consideration for money or any other thing of value, except as permitted by the Commission's rules at 47 C.F.R. § 54.513. Additionally, I certify that the entity or entities listed on this form have not received anything of value or a promise of anything of value, other than services and equipment sought by means of this form, from the service provider, or any representative or agent thereof or any consultant in connection with this request for services.

☒ I acknowledge that support under this support mechanism is conditional upon the school(s) and/or library(ies) I represent securing access, separately or through this program, to all of the resources, including computers, training, software, internal connections, maintenance, and electrical capacity necessary to use the services purchased effectively. I recognize that some of the aforementioned resources are not eligible for support. I certify that I have considered what financial resources should be available to cover these costs. I certify that I am authorized to procure eligible services for the eligible entity(ies). I certify that I am authorized to submit this request on behalf of the eligible entity(ies) listed on this form, that I have examined this request, and to the best of my knowledge, information, and belief, all statements of fact contained herein are true.

NOTICE

In accordance with Section 5 and seeking universal service Administrator, 47 C.F.R. § 54.1934, as amended, 47 U.S.C. contained in 47 C.F.R. § 54.5

An agency may not conduct number.

The FCC is authorized under provide to determine whether applicable statute, regulation enforcing, or implementing the Justice or a court or adjudicated before the body or has an inf may also be subject to disclosure applicable law.

If you owe a past due debt to the federal government, the information you provide may also be disclosed to the Department of the Treasury Financial Management Service, other Federal agencies and/or your employer to offset your salary, IRS tax refund or other payments to collect that debt. The FCC may also provide the information to these agencies through the matching of computer records when authorized.

If you do not provide the information we request on the form, the FCC may delay processing of your application or may return your form without action.

The foregoing Notice is required by the Paperwork Reduction Act of 1995, Pub. L. No. 104-13, 44 U.S.C. § 3501, *et seq.*

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tain schools and libraries ordering services that are eligible for and Certification Form (FCC Form 470) with the Universal Service on's authority under Section 254 of the Communications Act of ols and libraries comply with the competitive bidding requirement part of a consortium.

tion of information unless it displays a currently valid OMB control

information we request in this form. We will use the information you e there may be a violation or a potential violation of any , state, or local agency responsible for investigating, prosecuting, ation in your application may be disclosed to the Department of (c) the United States Government is a party of a proceeding submitted with this form or in response to subsequent inquiries vulations, the Freedom of Information Act, 5 U.S.C. § 552, or other

False statements on this form may result in civil liability and/or criminal prosecution. To electronically sign and certify this form, click "Yes" below. To affirm that you (1) understand the statements above and (2) represent the entity featured, and have the authority to make the certifications, on this form, click "Yes" below.

No Yes


Back Certify

You'll be reminded about potential penalties for making false statements.

VIEW YOUR CERTIFIED FORM 470

News Tasks (3) Records Reports Actions Library System 10 User 1 - Appia

Organization	City	State	Zip Code	Type
Library System 10	Springfield	KY	40069	Applicant
Library System 10 NIF	Springfield	KY	40069	Applicant
Library System 10 Branch A	Springfield	KY	40069	Applicant
Library System 10 Branch B (Bookmobile)	Springfield	KY	40069	Applicant



My Tasks

Name	Received	Status	Deadline
Create FCC Form 470	12/7/2015 8:54 AM EST	Accepted	
Review PDF for FCC Form 470 - #160000148 - Category One Requests	12/9/2015 12:00 AM EST	Assigned	
Create FCC Form 498 for Library System 10	12/8/2015 12:29 PM EST	Accepted	

Customer Service Cases

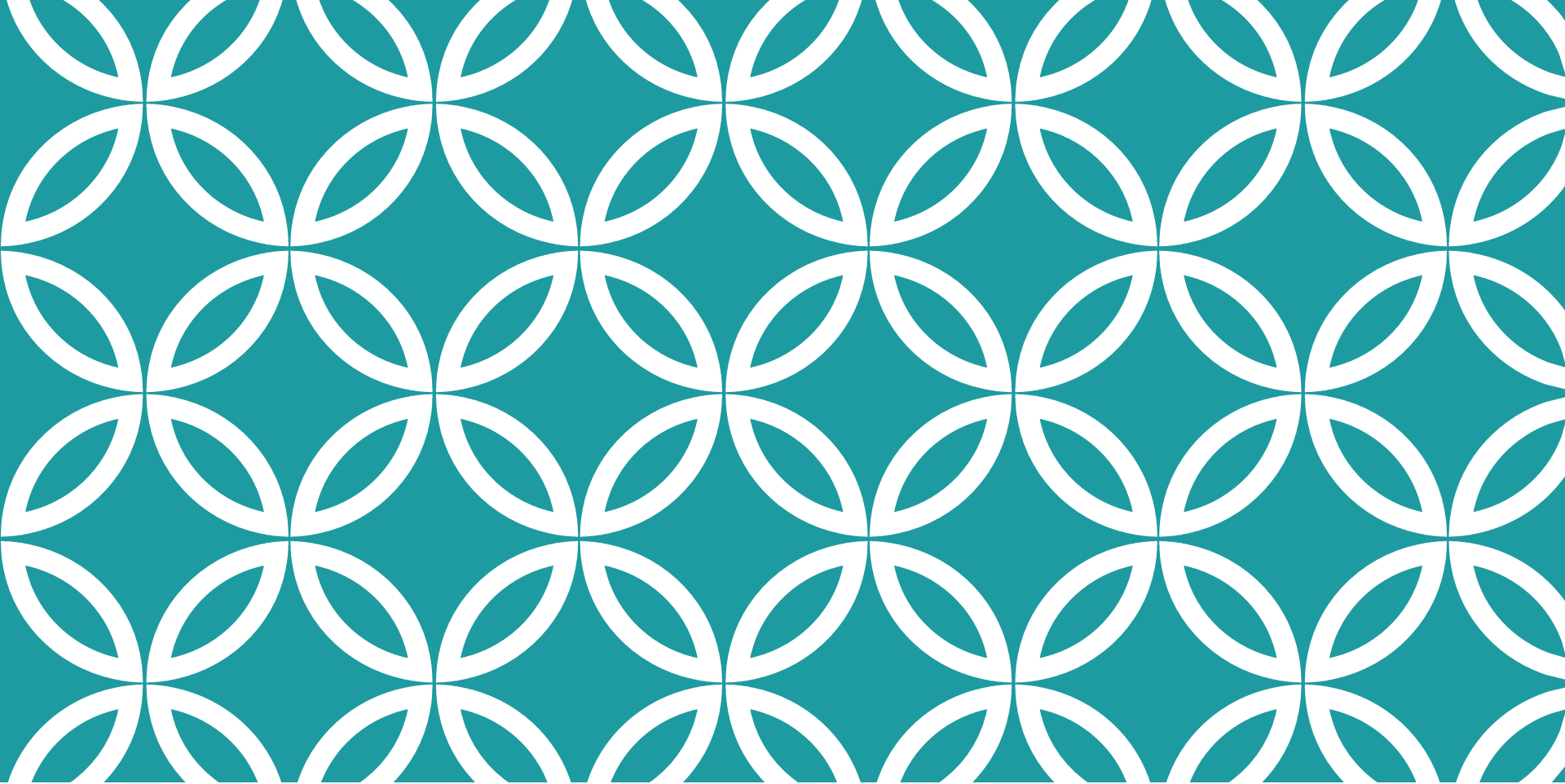
Case ID	Topic	Nickname	Status	Date Created
74	Eligible Services	Eligibility of a Service	Pending	12/1/2015 8:34 PM EST

FCC Forms 470

Funding Year 2016 Status All Incomplete Certified

Nickname	Application Number	Funding Year	Status
Category One Requests	160000148	2016	Incomplete
2016 Form 470 for Category One and Two	160000179	2016	Certified

Your in-process and certified Forms 470 are listed at the bottom of My Landing Page. Click the link to view each form. You can only re-enter incomplete forms to edit them from the Tasks list.



AFTER THE FORM 470 IS FILED



ALLOWABLE CONTRACT DATE

Your certified form will include an Allowable Contract Date (ACD), which is 28 calendar days after the form was certified. Keep in mind that your actual ACD may be different depending on what you specified in RFPs or whether your RFPs were posted in other places on later dates—that would restart the 28-day competitive bidding clock.

News Tasks (3) **Records** Reports Actions Library System 10 User 1 - Appli

Records / FCC Forms 470

2016 Form 470 for Category One and Two - #160000179 [Follow](#)

Please note: The following fields pull the most current data from the Contact User Profile and Applicant Entity Profile: Recipient(s) of Service, Contact Name, and Contact Phone Number. If you would like to review this FCC Form 470 with the data that was present upon certification, please navigate to the Generated Documents related dashboard on the left-hand side and click the Original Version document link.

Application Information

Nickname	2016 Form 470 for Category One and Two	Created Date	12/9/2015 6:35 AM EST
Application Number	160000179	Created By	Library System 10 User 1
Funding Year	2016	Certified Date	12/9/2015 2:56 PM EST
Status	Certified	Certified By	Library System 10 User 1
Allowable Contract Date	1/6/2016	Last Modified Date	12/9/2015 2:56 PM EST
		Last Modified By	Library System 10 User 1

Billed Entity Information

Name	Library System 10	Billed Entity Number (BEN)	208
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Application Type and Recipients of Service

Applicant Type	Library System	Number of Eligible Entities	3
Recipient(s) of Service	<input checked="" type="checkbox"/> Public <input type="checkbox"/> Private		

Contact Information

Name	Library System 10 User 1	Phone Number	111-222-3333
Email	library.system10.user1@mailinator.com		

Services Requested

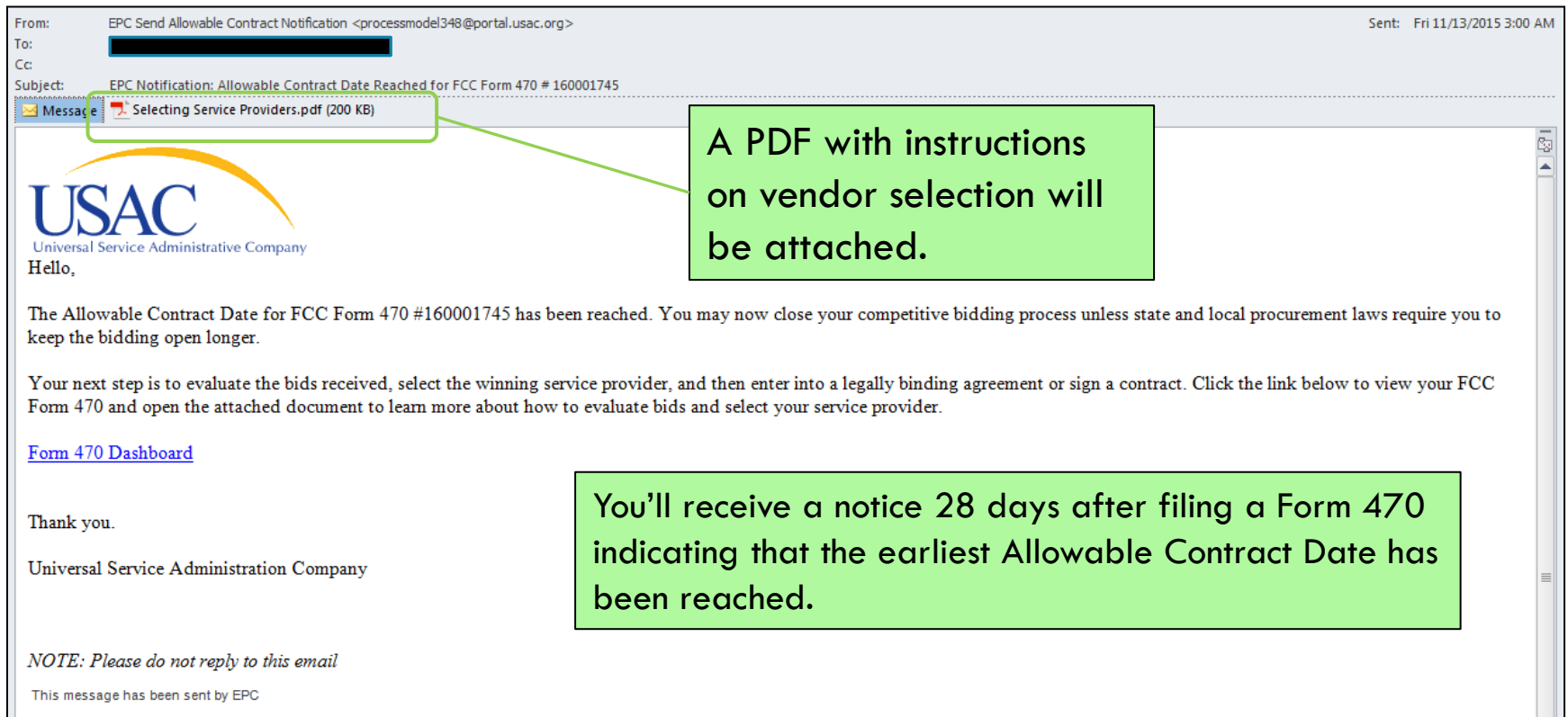
Category 1: Internet Access and/or Telecommunications

Type	Function	Number Entities	Quantity	Unit	Min Capacity	Max Capacity	Maintenance Indicator	Associated RFP
Internet Access and/or Telecommunications	Internet Access and Transport Bundled	2	2	Circuits	25 Mbps	100 Mbps	Yes	
Internet Access and/or Telecommunications	Cellular Data Plan/Air Card Service	1	1	Lines	5 Mbps	25 Mbps	Yes	View RFP Documents

Category One Narrative

We need monthly Internet service for the main library at [address] and an administrative building at [address]. Please provide quotes for all capacities you offer from the minimum to the maximum listed.

USAC EMAIL FOR ALLOWABLE CONTRACT DATE



SAMPLE BID EVALUATION MATRIX

Sample Bid Evaluation Matrix

Hover over each paragraph on the right to see the area of the bid evaluation matrix with which it corresponds.

FACTOR	POINTS AVAILABLE	VENDOR 1	VENDOR 2	VENDOR 3
Price of the eligible products and services	30*	15	30	25
Prior experience with the vendor	20	20	0	20
Prices for ineligible services, products, and fees	25	20	15	25
Flexible invoicing: FCC Form 472 or FCC Form 474	15	0	15	15
Local or in-state vendor	10	10	8	7
TOTAL	100	65	68	92

*This number must be higher than all other numbers in the same column.

List of Disqualified Bidders:

Vendor 1

Reason for disqualification: All interested bidders received two weeks' notice of a required pre-bid conference. Vendor 1 did not attend this conference and did not provide a reason for their absence.



Important things to note about this sample:

The price of the eligible products and services must be the most heavily weighted factor. This means that it must have the highest number of "Points Available."

Vendors are rated on how well they meet each factor. Point values for all factors are totaled for each vendor.

In this sample, Vendor 3, with a total of **92** points, is the winning bid because that vendor has the highest total points.

If a bidder is disqualified, the reason for disqualification should be noted for that vendor (see the "List of Disqualified Bidders" below the matrix).

You must select the most cost-effective bid, meaning price is the primary factor, though a higher bid may win if it scores well on other factors.

Tips on construction a bid evaluation:
<http://www.usac.org/sl/applicants/step02/evaluation.aspx>

Find this sample bid evaluation online at
http://usac.org/_res/documents/sl/pdf/samples/Bid-Evaluation-Matrix.pdf

ONE BID OR NO BIDS RECEIVED

- If you received only one bid, make sure to memorialize that fact by sending yourself an email stating that fact. Otherwise, it may appear that you kept only the winning bid rather than all bids that came in.
- If you did not receive any bids after 28 days, also make sure to memorialize that fact. You can then contact service providers to solicit bids.
- Remember: if you post a new Form 470 for services previously bid on another 470, you have to throw out any bids collected from the first form you posted.
- The Schools & Libraries News Brief from 12/11/15 has some details on what to do if you get one bid or no bids.

<http://usac.org/sl/tools/news-briefs/preview.aspx?id=652>

LOOKING AHEAD — THE FORM 471

- The new Form 471 in EPC will likely be released during the first or second week of January.
- Prior to filing the Form 471, you must complete the competitive bidding process and sign a contract or make a legally-binding agreement with the vendor chosen through the bidding process.
- Be prepared to upload your contract or agreement and also to provide verification of square footage for Category Two budgets if needed (blueprints, signed letter from architect, city records, etc.)
- KDLA training on the Form 471 will be provided in January — check listservs for an announcement.
- **AdTec requests that Forms 471 be posted no later than the end of February to allow time for review.**

RESOURCES

USAC Schools & Libraries homepage

- www.usac.org/sl

USAC Client Services Bureau

- 1-888-203-8100 or through your EPC account

KDLA's E-rate page

- <http://kdla.ky.gov/librarians/programs/Pages/E-Rate.aspx>
 - Updates to this page are coming soon!

E-rate Central

- www.eratecentral.com

SIGN UP FOR KYTECH LISTSERV®

For Library Technology Support Staff:

- KYTECH is a monitored discussion list devoted to those who work with technology for their library. By using this LISTSERV®, individuals from around the state will have the chance to ask questions, share ideas, voice concerns, and make valuable contacts all through their e-mail.
- TO SUBSCRIBE: Send a blank message to: join-kytech@listserv.ky.gov

**E-rate updates and reminders are posted to
KYTECH**

SIGN UP FOR *SL NEWS BRIEF*

The Schools & Libraries Program News Brief provides weekly updates on E-rate news, including in-depth tips on various aspects of the application process and the E-rate Productivity Center.

- To sign up, visit <http://usac.org/about/tools/publications/subscription-center.aspx> (scroll down for Schools & Libraries publications)

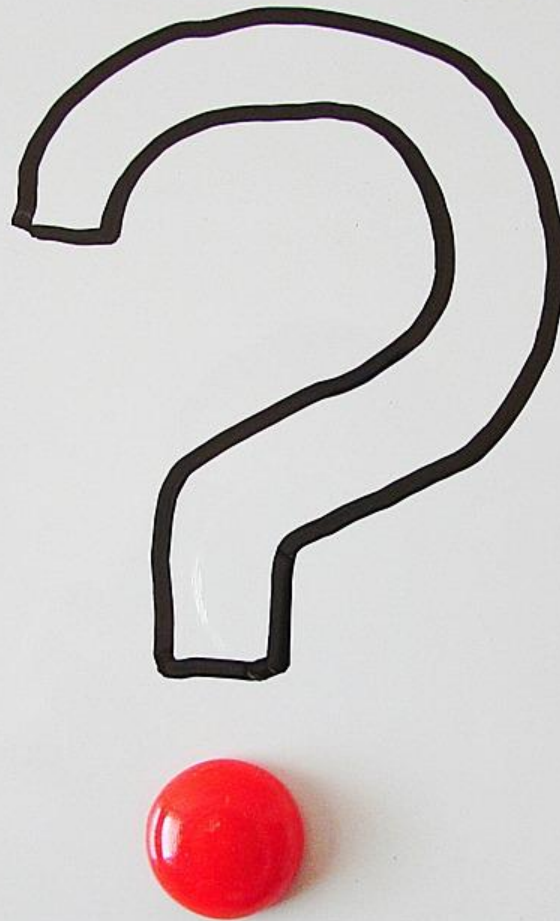
To sign up for Schools and Libraries (E-rate) Program publications, use this form:

Email address:	<input type="text" value="lauren.abner@ky.gov"/>
(optional) Your name:	<input type="text" value="Lauren Abner"/>
	<input checked="" type="checkbox"/> SL Program News Brief <input checked="" type="checkbox"/> SL Program EPC Release Notes <input type="checkbox"/> SL Program service provider webinar reminders
	<input type="button" value="subscribe"/>

DISCLAIMER: I'M NOT THE FCC



This presentation represents my unofficial interpretation of the FCC's E-rate rules and regulations. **Official guidance can only come from the FCC and USAC.**



**FOR E-RATE QUESTIONS,
CONTACT LAUREN ABNER.**

lauren.abner@ky.gov

502.564.1728